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SSA 63-1632

27 NOV 1963

MEMORANDUM FOR: Comptroller

THROUGH : Deputy Director for Support

**SUBJECT : Fiscal Year 1964 Operating Budget and
Personnel Ceiling for the Printing Services
Division, OL**

1. This memorandum contains a request for action by the Comptroller. Such action is contained in paragraph 5.

2. The effects of the budget limitation and personnel ceiling will be particularly severe in Printing Services Division if no additional fund or personnel authorizations are forthcoming. The overall Office of Logistics situation regarding the Fiscal Year 1964 budget and personnel ceiling will be covered in a later memorandum. It is sufficient to say now that funds and personnel ceilings are not available from any other element of this office to supplement the requirements of the Printing Services Division.

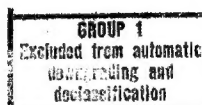
3. Printing Services Division's portion of the Office of Logistics budget for Fiscal Year 1964 has been set at [REDACTED] The Printing Services Division has been able to stay within one percent of the allocated funds only by the most stringent curtailment of expenditures. In order to stay within the Fiscal Year 1964 budget the Printing Services Division has, since 1 July 1963, curtailed procurement of equipment and supplies as well as the procurement of printing services from outside sources. We have eliminated overtime for NIS printing and arranged for customers to pay for other overtime required as well as to buy special printing supplies when needed. We have deferred acquisition of phototypesetting equipment and suspended work on automation of typesetting.

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4. In order for the Printing Services Division to provide necessary support to its customers and to avoid further reduction in services, the Printing Services Division budget should be increased by [REDACTED] Any further reduction in printing services is likely to cause serious repercussions

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25 YEAR RE-REVIEW



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from our customers. It is therefore considered advisable to report to you actions which must be taken no later than 31 December 1963 if the Printing Services Division must continue to operate within the funds available during the remainder of Fiscal Year 1964:

a. Reduce the present personnel strength by at least five personnel

b. Reduce services, having the following effects:

(1) Reduce FBIS daily publications from 350 to 238 stencils per night.

(2) Reduce numbers of National Intelligence Surveys produced; increase time to produce each survey.

(3) Reduce Cartographic printing.

(4) Handle the SR project as routine work.

(5) Accept no increased requirements from OCL, and miss some deadlines on work done for OCL.

5. It is requested that funds in the amount of [] be made available to the Office of Logistics' Printing Services Division.


[]
Acting Director of Logistics

cc: Mr. []

OL/PSD: [] :dab (13 Nov 63)

Rewritten: SA-DD/S:RHW:fmf/maq (27 Nov 63)

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